

# Senior Classes

## Beginning Ceramics

Learn various methods of hand building techniques with low fire clay, pinch pots, slab and coil techniques. An \$8 materials fee is due to the instructor on the first day of class to purchase a 25 lb bag of clay.

### Senior Center: Arts Studio

**Instructor: Maria Counts**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38770	10:00am-12:00pm	W	Sep 10-Nov 12	10c	\$80/\$90

## Qigong for Vital Energy

Relax! Rejuvenate! With Qigong. Increase your energy, reduce stress, and strengthen your immune system. Benefit from deep relaxation techniques, and enjoy gentle, fluid, easy to follow exercises that invigorate your entire body and mind through a deepened awareness of your vital energy. 'Qigong' has been clinically proven to improve overall health and well being with a stunning 95% success rate. Students may stand and/or sit in a chair during class. CD, DVD and videos available. All welcome. On-going class. Drop-in fee \$10.

### Senior Center: Dance Studio

**Instructor: Fay McGrew**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38567	9:15-10:15am	Tu	Sep 9-Oct 14	6c	\$49/\$59
CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38568	9:15-10:15am	Tu	Oct 28-Dec 2	6c	\$49/\$59

## COMPUTER CLASSES

### Computer Keyboarding: Touch Typing

One of the single most important 'computer' skills you can learn is old-fashioned typing. These days its called 'keyboarding'. Anyone can hunt and peck with two fingers, but real keyboarding skill permits you to focus on the computer and the display, without looking at the keyboard or your fingers. Everything you do on the computer is easier, faster, more accurate and more fun. Whether you are a total beginner or want to improve existing skills, this class is for you! Small class: maximum of 11 students. Prerequisite: Computer Literacy class or ability to use mouse.

### Senior Center: Computer Room

**Instructor: Harriet Marois**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38775	9:45-11:15am	W	Oct 29-Nov 19	4c	\$48/\$58

## Computer Literacy

This class demystifies basic computer concepts including hardware, software and Windows. You will learn basic use of the computer from turning it on, to shutting it down. You will learn how to gain control of the mouse, keyboard and display. You will learn about working with Windows, the desktop, and programs to open, create, save and print documents. You will discover over 60 different uses for a computer! Small class: maximum of 11 students.

### Senior Center: Computer Room

**Instructor: Harriet Marois**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38783	9:30-11:30am	W	Sep 3-24	4c	\$54/\$64
38784	9:30-11:30am	Th	Oct 2-23	4c	\$54/\$64
38785	9:30-11:30am	M	Oct 27-Nov 17	4c	\$54/\$64

## Computer Spreadsheets: Intro to Excel

Unleash the calculating power of your computer! Learn to use Microsoft Excel! In this 'hands-on' class, you will learn the lingo first and then learn to create, format and print spreadsheets, enter and edit data, use formulas and functions, create graphs and use templates. Class includes demos and projects to create a personal automated phone/address book, an automated personal budget and a spreadsheet for financial or retirement planning. PREREQUISITE: Basic computer skills (or Computer Literacy class) with ability to use mouse to point, click, double click and drag.

### Senior Center: Computer Room

**Instructor: Harriet Marois**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38781	9:30-11:30am	Th	Oct 30-Nov 20	4c	\$54/\$64

## Computer Workshop for Seniors

This 'hands-on' class covers issues/topics that inevitably hit anyone who uses a computer, but which are not covered in the usual books and classes. Topics include: how to deal with various 'unexpected' events on your computer; how and when to update, upgrade or install new software; why, when, and how to use PrintScreen; what files or programs can safely be deleted from your computer and how to do it; when to use 'save' vs. 'save as'; how to stop a runaway printer; when should you call the experts; who to call and how to deal with them; freebies and downloads on the Internet, etc. Topics covered will depend, in part, on students' priorities and interests. The final session includes a substantial amount of Question and Answer time with demonstrations by the instructor. PREREQUISITE: Computer Literacy class or basic experience with a computer.

### Senior Center: Computer Room

**Instructor: Harriet Marois**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38782	9:30-11:30am	Th	Sep 4-25	4c	\$54/\$64

## Internet Literacy for Seniors

What's so great about the Internet? Find out and have fun in this 'hands-on' class. You will learn to use the Internet and the World Wide Web more effectively than most. You will learn to find, save, and print images and information while protecting your privacy and security. You'll learn to use 'Google' to its fullest extent. Privacy and security issues are highlighted, including cookies, bugs, viruses, spyware, adware, and firewalls. The class includes best Web sites and popular search topics as well as special topics chosen by students. Small class, maximum of 11 students. PREREQUISITE: Basic computer skills or Computer Literacy class.

### Senior Center: Computer Room

**Instructor: Harriet Marois**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38778	9:30-11:30am	M	Sep 8-29	4c	\$50/\$60
38779	9:30-11:30am	W	Oct 1-22	4c	\$50/\$60

## Intro to Microsoft Word

### An Introduction

This class begins your word processing learning experience. Here you will sample a variety of documents that can be produced using Microsoft Word, such as letters, envelopes, labels, flyers, and newsletters. You will explore the many features of the Word screen, including the Menu bar, various Toolbars, Status bar and Task bar. Before you're through, you will have created, edited, formatted, saved, and printed your first document. This is a 4 hour, 2 session class.

### Senior Center: Computer Room

**Instructor: Alan Hopkins**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38796	1:00-3:00pm	Tu	Oct 7-14	2c	\$28/\$38

### Creating Envelopes & Labels

In this class you will learn to create and print envelopes and labels of various types and sizes. And if you so desire, we may even create a special business card just for you. This is a 4 hour, 2 session class.

### Senior Center: Computer Room

**Instructor: Alan Hopkins**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38798	1:00-3:00pm	Tu	Oct 21-28	2c	\$28/\$38

### Editing & Formatting Documents

In this class you will learn the many ways to edit and format your documents. This is where you will learn to copy and paste, change fonts, check for spelling and grammar, change the appearance of the text, add bullets or numbers, insert page breaks, add page numbers, set margins, and much more. This is a 6 hour, 3 session class.

### Senior Center; Computer Room

**Instructor: Alan Hopkins**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38800	1:00-3:00pm	Tu	Nov 4-18	3c	\$42/\$52

## Working with Graphics

This is where you can get creative with your Word documents. Here you will explore the many uses of the Drawing toolbar to create lines, arrows and shapes; add color and WordArt; and insert clip art and pictures into your documents. We'll teach you how to use these tools, all you need to do is apply your creative imagination. This is a 4 hour, 2 session class.

### Senior Center: Computer Room

**Instructor: Alan Hopkins**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38802	1:00-3:00pm	Tu	Nov 25-Dec 2	2c	\$28/\$38

## Intro to PCs

### System Hardware & Media

Are you getting ready to buy a new computer system or do you just want to become more familiar with your current computer hardware? Then this class is for you. Here you will be given the chance to take a look at the inner workings of a computer. You will learn to identify the individual components of the system, discover how they interrelate with one another, and develop a better understanding of their specifications. This class will help you to build upon your computer vocabulary so that you will be better able to discuss your computer system with sales/service people and others. You will also learn about the various media that you will be using with your computer system, such as floppy disks, CDs, DVDs, travel drives, etc. This is a 4 hour, 2 session class.

### Senior Center: Computer Room

**Instructor: Alan Hopkins**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38791	9:30-11:30am	Tu	Oct 7-14	2c	\$28/\$38

### Windows Operating System

The Windows Operating System controls the functions of your personal computer. In this class, you will learn how to properly start and shut down your computer system. You will discover how to deal with the basic functions of Windows, like sizing, moving, cascading, tiling, minimizing, maximizing, and closing a window. In addition, you will learn how to change mouse and keyboard settings, set up your desktop, and select a screen saver. You will also explore the various accessory programs that are supplied with Windows. This is a 4 hour, 2 session class.

### Senior Center: Computer Room

**Instructor: Alan Hopkins**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38793	9:30-11:30am	Tu	Oct 21-28	2c	\$28/\$38

### File Management

If you only take one class in this series, then this is the class for you. It doesn't matter whether you're creating Word files or storing your digital pictures, this is the class that will teach you how to organize your computer files and images. You will learn how to create folders for the files that you create, move or copy files and folders on the Desktop, move or copy files and folders using Windows Explorer, and move or copy files and folders from one drive to another. You will also learn how to create folders when saving a file from an application program, such as Microsoft Word. This class has been expanded to a 6 hour, 3 session class to include an extra session for you to gain more practice.

### Senior Center: Computer Room

**Instructor: Alan Hopkins**

**Age: 55Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38795	9:30-11:30am	Tu	Nov 4-18	3c	\$42/\$52

## Introduction to Digital Photography

Been thinking of buying a new digital camera or upgrading the one you currently own? Then this class is for you. Here you will learn about the many things that should be considered when choosing a new digital camera, like price, resolution, optical versus digital zoom, additional features, as well as those essential extras and optional extras that you may wish to purchase. You will also receive an overview of what to do once your pictures are in your camera, like how to download them to your computer; organize, rename and file them; how to resize them for email attachments; and a little bit about retouching. This is a 6-hour, 3-session class.

### Senior Center: Computer Room

**Instructor:** Alan Hopkins

**Age:** 55Y and up

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38789	1:00-3:00pm	Tu	Sep 9-23	3c	\$42/\$52
38790	1:00-3:00pm	Tu	Dec 9-23	3c	\$42/\$52

## The Art of Scanning

Have you ever wanted to learn how to use a digital scanner or an all-in-one printer/copier/scanner/fax? Then this class is for you. Here we will review the functions of the various operator panel buttons; load different types of print media; install ink cartridges; perform copy operations without the use of a computer; and, most importantly, learn to scan images using a variety of application programs, like Microsoft Word and Paint. This is a 4-hour, 2-session class.

### Senior Center: Computer Room

**Instructor:** Alan Hopkins

**Age:** 55Y and up

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38803	9:30-11:30am	Tu	Nov 25-Dec 2	2c	\$28/\$38

## Email/Attachments/ Address Book/Folders

In this class you will learn to compose and send e-mail; insert pictures, sounds, and web site links; add attachments; create and manage an address book; and make folders for filing your e-mail messages. Through the use of classroom instruction and actual hands-on experience, you will soon be sending and receiving e-mail with the best of them. You will also master the technique of downloading and finding attachments. Never again will you have to wonder, where did that downloaded attachment end up? This is a 6-hour, 3-session class.

### Senior Center: Computer Room

**Instructor:** Alan Hopkins

**Age:** 55Y and up

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38787	9:30-11:30am	Tu	Sep 9-23	3c	\$42/\$52
38788	9:30-11:30am	Tu	Dec 9-23	3c	\$42/\$52

# Senior Safari



Please call the Carlsbad Senior Center at 602-4650 to set up your Family ID and PIN number if you would like to register on-line. **Some programs may have specialized refund policies. Please check with staff if you have questions.** Thank you!

Note: All Senior Safari excursions require a certain amount of walking. Trip fees, dates, times and locations subject to change without notice.

### Legend for Class Information:

Term	Duration of the class
d	Day(s)

## Las Vegas Escape

Pack your bags it is time for our annual Las Vegas trip. The Golden Nugget will host us again with two nights' accommodations and a breakfast coupon and a welcome cocktail. Our side trip will be out to the Rio. Please plan to join us again, we would just love to have you. Minimum of 38, maximum of 55.

### Senior Center: East Parking Lot

**Age:** 55Y and up

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
37644	8:30-6:00pm	M-W	Sep 1-3	3d	\$158/\$168
Single Supplement + \$70					

## Hidden Jewels of San Diego

This excursion gives us a special opportunity to spend the day viewing the best of Historic San Diego from the stately mansions and bungalows of Mission Hills to the Victorians of Sherman Heights. We will have our own local guide as we see some of the finest public art in the country including the famous murals of Chicano Park. There will be a stop for lunch at Rebecca's and then time to wander through the shops and Boutiques of South Park. They encourage us to bring home fresh Mexican pastries or a homemade Italian specialty.

### Senior Center: East Parking Lot

**Age:** 55Y and up

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
38815	9:30am-4:00pm	W	Sep 17	1d	\$85/\$95